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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDI Conference Room

29 December 1971

1. Present were: 25X1A

[redacted]

2. No items of interest from the DD/P Staff Meeting.

3. No DD/S Staff Meeting.

4. Other items of interest.

25X1A a. Revised Federal Income Tax Withholding Rates. We have given you an advance copy of [redacted] dated 28 December 1971, which announces the revised Federal income tax withholding rates. To people through grade 12, the change which will appear in vouchered funds pay checks to be distributed 21 January will make relatively little difference. As you will note, for those grade 13 and higher the changes may be more significant and especially for those who are now having to over-withhold in order to have the tax withheld be approximately the tax liability for the year. Some people are over-withholding up to $100 per pay period and the new withholding rates in the higher grades will increase by nearly that much. Therefore, people in this situation might wish to cancel their current over-withholding if the new withholding rates will approximate their tax liability. There is a very short time in which changes can be made for the pay check due 21 January and you will note that Finance must receive the Form 3280 not later than 4 January. Jack Coffey has arranged with Ed Brooks to have Printing Services Division do a rush job of reproducing Salary Table No. 57 of the USCSC which gives the 1972 salary and withholding rates. It is hoped that copies of this table will be in the hands of your T&A clerks by tomorrow.

25X1A [redacted]

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c. Storage of Classified Information in Non-CIA Facilities. We have made copies for you of a memorandum from [redacted] on this subject. Note that a report to the Director of Security is involved and Bill would appreciate it if the reports could be forwarded by the end of January.

d. Fact Book. The Fact Book we have discussed earlier has been printed in a limited number of copies. It is anticipated that each of your components will receive about three copies. You should find this a very informative compilation of facts.

e. China Atlas. The unclassified Atlas on the Peoples Republic of China produced by the Office of Basic and Geographic Intelligence is beginning to come off the press. The Preface notes that this volume goes beyond the purview of a conventional Atlas. It presents a wider variety of information including geographic, economic, historical and cultural data. It employs a number of unconventional graphic techniques in addition to standard regional and thematic maps, charts and photographs. We recommend you have a look at this very fine publication when distribution is made shortly after the first of the year.

f. Microfilm Information Seminar for Support Officers. Five DD/P Support Officers will be included in a special two day seminar on 20 and 21 January. This introductory seminar is intended for Support Officers currently concerned with the feasibility, design and implementation of a microfilm information system. There will be subsequent seminars for mid-level careerists and special sessions for senior "S" Careerists in the coming year.

25X1C [redacted]

h. T&A Cards. Last week we learned that the T&A cards for the Office of the DD/P for the 23 December pay day failed to arrive at Payroll. In the search for the cards and an examination of handling procedures, [redacted] made a suggestion
25X1A which we have passed on to Ed Brooks. Harry's suggestion was that Finance provide a pre-addressed envelope with distinctive markings which would be sent to various T&A clerks along with the batch of cards for each pay period. We suggested that the envelope have a place for the name of the sender and a blank for entering the FAN of the office. Ed thought this was a great idea and will have such an envelope designed and printed at the earliest possible time.

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i. Flash Summary of Christmas Charity Program. This year's program, sparked again by [redacted] was a great success. Here is a preliminary report:

1310 New presents received in Main Building (plus 155 from Office of Training, handled separately)

1800 Pounds of food

340 Used toys in good shape

530 Pounds of clothing in good shape

1 Used but good TV Set

$38 Cash

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[redacted]

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